

# Modifying Your Personal Information



## ACCESSING YOUR WORKER PROFILE PAGE

1. Log in to FermiWork.
2. Click your name or photo on the top-right of the page.
3. Click **View Profile**. Your Worker Profile page displays.

All other instructions on this quick reference card start from the Worker Profile page.



## Adding or Changing Your Contact Information

1. Click the **Contact** tab.
2. Click **Edit**.
3. Enter or modify any information.
4. Click **Submit**.

## Adding or Changing Emergency Contacts

1. Search for the **Change My Emergency Contacts** task.
2. Enter or modify your emergency contacts,
3. Click **Submit**.

## Modifying Your Personal Information


1. Click the **Personal** tab.
2. Click **Edit**.
3. Click the **Edit** icon  to edit existing information, or the **Plus** icon  to add new information.
4. Click **Submit**.

## Viewing Your Identity Paperwork


You cannot make changes to this information; you can only view it.

1. Click the **Personal** tab.
2. Select the **IDs** link in the navigation ribbon.

## Changing Your Legal or Preferred Name

1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** to submit name change proof or **Done** to submit later.


## Adding or Changing Your Photo

1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data** > **Change My Photo**.
3. Click **Attach** to locate and upload your image.
4. Click **Submit**.




The supported file formats depend on your organization's configuration. Typical formats include .png, .jpg, and .gif.

## Adding and Viewing Your Social Networks

1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data > Maintain Social Network**.
3. Click **Edit** to edit an existing network, or **Add Social Network Account** to add a new network. You can maintain up to four networks.
4. Enter the social network and user name or web address you want to add. You may only add one account for each social network.
5. Click **OK > Done**.

## Deleting a Social Network

1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data > Maintain Social Network**.
3. Click **Delete** next to the appropriate network.
4. Click **Submit > Done**.


## Viewing Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, and more.


1. Click the **Job** tab.
2. Click the **Worker History** link in the navigation ribbon. Your business process history displays.
3. Click **View Worker History by Category**. The data is segmented into different tabs to make it easier for you to review your history.

This document is not yet final.

## Importing Your Profile from LinkedIn

1. Click the **Job** tab.
2. Click the **Import from LinkedIn** button. You will be prompted to sign in to LinkedIn before your LinkedIn information can post to your worker profile.
3. Review each page of information and click the **Edit**  icon to make any edits.
4. Click **Next** to progress through all of your LinkedIn information.
5. Click **Submit > Done**.

## Changing a Business Title

1. Click the **Related Actions**  icon next to your name.
2. Select **Job Change > Change My Business Title**.
3. Enter the **Effective Date**.
4. Enter the proposed **Business Title**.
5. Click **Submit > Done**. Depending on your organizations security protocols, this may be routed to another department for approval.